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ABSTRACT

Listed in this document are the student transfer policies for the state of Maryland. It is intended for both transfer and native students wishing to transfer college level credits. Included are regulations governing: (1) public four-year colleges and campuses of the University of Maryland; (2) admission requirements and curriculum prerequisites; (3) honors work or independent study; (4) students from newly established public colleges; (5) students from community colleges and students with associate degrees; (6) tranfer credit; (7) transfer credit from a community college to a four-year college; (8) graduation requirements; (9) institutional dissemination of data; (10) community college students' transfer decision; (11) innovative programs; (12) evaluation of articulation policies; (13) review of transfer status; and (14) admission of students in an articulated transfer from a public community college to a four-year institution. (KE)

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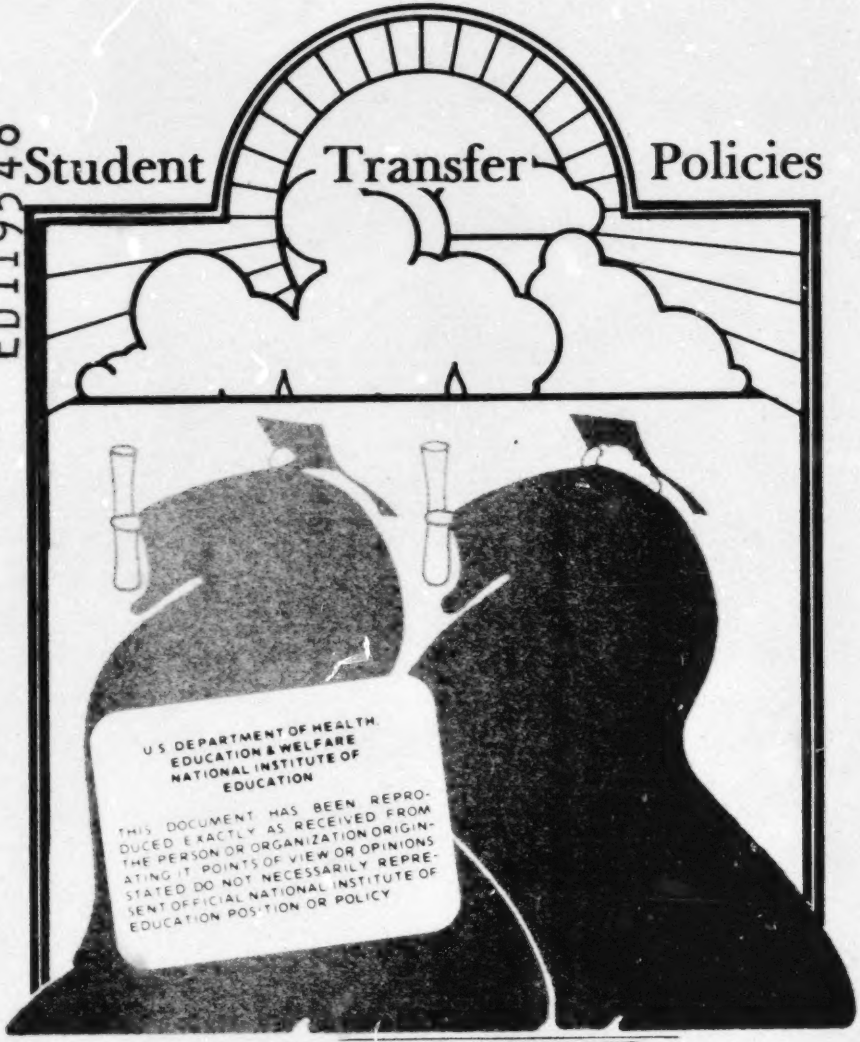
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MARYLAND COUNCIL FOR HIGHER EDUCATION

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September, 1975

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Student Transfer Policies

Preamble

The initial overarching objective of this committee has been to relate in operational ways the undergraduate programs offered in the public sector of higher education in Maryland including the Community Colleges, the State Colleges, and the campuses of the University.

The intended principal benefactor is the student who is best served by current information about programs and protected by firm arrangements among the public segments of higher education in Maryland which permits him to plan a total degree program from the outset. With successful academic performance, he or she can make uninterrupted progress even though transfer is involved. The measure of the plan is maximum transferability of the college level credits. Essentially, the transfer and native students are to be governed by the same academic rules and regulations. It is recognized that the guidance data essential to the implementation of transfer arrangements go well beyond the scope of the present report.

In a complementary way the State's interests are served by having its higher education resources used optimally by reducing the time taken to complete a degree through the avoidance of repeated class experiences.

The institutional interests are protected also by the systematic approach; they are relieved of the uncertainties of unplanned articulation without becoming production line enterprises.

The dynamics of higher education preclude once-and-for-all time curriculums and perpetual grading and retention systems as cases in point. However, within the general structure of this plan there is opportunity for continual updating of the details.

In more specific ways the Committee has proceeded (1) to recommend specific areas of agreement among the public Community Colleges, the State Colleges, and the State University pertaining to facilitating the transfer of students within the segments of public higher education in the State; (2) to provide for a continuous evaluation and review of programs, policies, procedures, and relationships affecting transfer of students; and (3) to recommend such revisions as are needed to promote the academic success and general well-being of the transfer student.

Policies

1. Public four-year colleges and campuses of the University shall require attainment of an overall "C" average by Maryland resident transfer students as defined by the sending institutions as one standard for admission. If the student has two or more institutions, the overall "C" (2.0) will be computed on grades received in courses earned at all institutions attended, unless the student presents an Associate in Arts degree.
   (a) Efforts shall be intensified among the sending institutions to counsel students on the basis of their likelihood of success in various programs and at various institutions based on shared information (See par. 1(b) and par. 9)
   (b) Procedures for reporting the progress of students who transfer within the State shall be regularized as one means of improving the counseling of prospective transfer students. In addition, each public institution of higher education shall establish a position of student transfer coordinator to assist in accomplishing the policies and procedures outlined in this plan.

2. Admission requirements and curriculum prerequisites shall be stated explicitly.
   (a) Course and semester hour requirements which students must meet in order to transfer with upper division standing shall be clearly stated.
   (b) The establishment of articulated programs is required in professional and specialized curricula.
   (c) Students shall be strongly encouraged to complete the requirements for the award of an Associate in Arts Degree or to complete successfully 56 semester hours of credit before transfer.

3. Information about transfer students who are capable of honors work or independent study shall be transmitted to the receiving institution.

4. Transfer students from newly established public colleges which are functioning with the approval of the State Department of Education shall be admitted on the same basis as applicants from regionally accredited colleges.

5. (a) Students from Maryland Community Colleges who have been awarded the Associate in Arts degree or who have successfully completed 56 semester hours of credit, in either case in college and university-parallel courses (see par. 6), and who attained an overall "C" (2.0) average, shall be eligible for transfer. Normally they will transfer without loss of credits and with junior standing provided they have met the requirements and prerequisites established by the receiving institution within the major. Parenthetically, junior standing does not assure graduation within a two-year period of full-time study by a native student or by a transfer student.

   (b) The Associate in Arts degree shall serve as the equivalent of the lower division general education requirements at the receiving institution where the total number of credits required in the general education program in the sending institution is equal to or more than that required in the receiving institution and where the credits are distributed among the arts and sciences disciplines.

   (c) The determination of the major program requirements for a baccalaureate degree, including courses in the major taken in the lower division, shall be the responsibility of the institution awarding the degree.

6. Credit earned at any public institution shall be transferable to any other public institution as long as that credit was designed specifically for a college or university-parallel program, and providing its acceptance is consistent with the policies of the receiving institution governing native students following the same program. Transfer of credits from terminal (career) programs shall be evaluated by the receiving institution on a course by course basis. Credits applied towards a specific major and minor shall be determined by the receiving institution in these cases.

7. Credit earned in or transferred from a community college shall normally be limited to approximately half the baccalaureate degree program requirement and to the first two years of the undergraduate educational experience.

8. Transfer students shall be given the option of satisfying graduation requirements which were in effect at the receiving institution at the time they enrolled as freshmen at the sending institution, subject to conditions or qualifications which apply to native students.

9. Institutions shall notify each other as soon as possible of impending curriculum changes which may affect transferring students. When a change made by one institution necessitates some type of change at another institution, sufficient lead time shall be provided to effect the change with minimum disruption. The exchange of data concerning such academic matters as grading systems, student profiles, grading profiles, etc., is required.

10. Community college students shall be encouraged to choose as early as possible the institution and program into which they expect to transfer.

11. Innovative programs in all institutions are encouraged. Proposed programs which would have system-wide implications or which would affect student transfers to more than one institution must be reported to the Maryland Council for Higher Education.

12. The Maryland Council for Higher Education Articulation Committee shall continue to review and evaluate current articulation policies and shall set additional policies as needed. In addition, the Maryland Council will publish a brochure periodically listing the prerequisites within the major and professional programs of all public four-year colleges and universities in the State.

13. In the event a transfer student believes he or she has not been accorded the consideration presented in this policy statement, he shall have the opportunity to have the situation explained or reconciled.

Initially, differences of interpretation regarding the award of transfer credit shall be resolved between the student and the institution to which he is transferring. If a difference remains unresolved, the student shall present his evaluation of the situation to the institution from which he is transferring. Representatives from the two institutions shall then have the opportunity to resolve the differences.

The sending institution has the right to present an unresolved case to the Committee on Articulation by addressing the Maryland Council for Higher Education. The Committee on Articulation shall, through an appointed subcommittee, receive relevant documentation, opinions, and interpretations in written form from the sending and receiving institution and from the student. Subcommittee deliberations will be confined to this written documentation. The full committee shall act on the subcommittee recommendation.

Copies of the committee recommendation shall be forwarded to the institutions involved through the Maryland Council for Higher Education. The Council shall then be advised of the institutional action within a ten-day period.

A complaint on transfer status must be initiated by the student within the first semester of his enrollment in the receiving institution.

14. The State of Maryland should support four-year institutions so that all students in an articulated transfer program who are awarded an Associate-in-Arts degree from a public community college shall be admitted with full junior standing to a public four-year institution, unless either the number of students desiring admission exceeds the number than can be accommodated in a particular professional or specialized program or certain circumstances exist which require a limitation being placed on the size of junior programs. In such instances, admission will be based on criteria developed by the receiving institution to select the best qualified students.

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